



USER GUIDE

1. Upon login, click on the myAPPLICATIONS tab.

The screenshot shows the myDEQ user interface. At the top, there is a navigation bar with the myDEQ logo and the text "Arizona Department of Environmental Quality". To the right of the logo are links for "RO MYDEQ", "LOGOUT", "mySTUFF", and "mySETTINGS". Below the navigation bar, there is a main content area. On the left side of this area, there are two tabs: "mySTUFF" and "myAPPLICATIONS". The "myAPPLICATIONS" tab is selected, and a yellow arrow points to it. Below the tabs, there are two buttons: "SHOW ALL COMPANY" and "SHOW ALL PLACES". Below these buttons, there is a table with columns: "View PDF", "Place Name", "ID#", "Program", "Type", "Exp Date", "Status", "Actions", and "Notifications". The table contains four rows of data.

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	MYDEQ TEST PLACE	65045	AIR	Concrete Batch Plant ...	NA	CLOSED - TERMINATED BY COMPANY	Select An Action	Warning Caution no Update
	MYDEQ TEST PLACE	61707	WATER	APP Permit	NA	ISSUED	Select An Action	
	MYDEQ TEST PLACE	69252	AIR	Fleet Station Permit	NA	CLOSED - DUPLICATE	Select An Action	
	MYDEQ TEST PLACE	66116	WATER	AZPDES CGP < 1 Acre	06/02/2018	CLOSED - TERMINATED BY COMPANY	Select An Action	

2. Click on ADD AN EXISTING to import your existing Drywell registration.

The screenshot shows the myDEQ user interface. At the top, there is a navigation bar with the myDEQ logo and the text "Arizona Department of Environmental Quality". To the right of the logo are links for "RO MYDEQ", "LOGOUT", "mySTUFF", and "mySETTINGS". Below the navigation bar, there is a main content area. On the left side of this area, there are two tabs: "mySTUFF" and "myAPPLICATIONS". The "myAPPLICATIONS" tab is selected, and a yellow arrow points to it. Below the tabs, there is a section titled "Get new or add existing permits/registrations to myDEQ:". Below this section, there are two buttons: "GET NEW >" and "ADD AN EXISTING >". The "ADD AN EXISTING >" button is highlighted with a yellow arrow. Below these buttons, there is a button "SHOW ALL COMPANY" and a dropdown menu "Select A Company". Below these buttons, there is a table with columns: "App ID #", "Permit/Registration", "Type", "Date Started", "Status", "View /Resume", "Certify", "App Fee Due", and "Delete". The table contains three rows of data.

App ID #	Permit/Registration	Type	Date Started	Status	View /Resume	Certify	App Fee Due	Delete
3173	DMGP NOI	NEW PERMIT	02/14/2018	IN PROGRESS			\$	
2115	Fleet Station Permit	NEW PERMIT	12/15/2017	IN PROGRESS			\$	
2114	Fleet Station Permit	NEW PERMIT	12/15/2017	IN PROGRESS			\$	

Application in Progress Action Required in Order to Submit Application Step Completed

3. Select Drywell Registration and click on CONTINUE

myDEQ
Arizona Department of Environmental Quality

LOGOUT mySTUFF mySETTINGS

PERMIT/REGISTRATION

Which type of permit or registration do you need?
Select one and click CONTINUE.

- ☐ AZPDES Stormwater Construction General Permit (CGP) NOI
- ☐ AZPDES Stormwater Multi-sector General Permit (MSGP) | Industrial NOI
- ☐ AZPDES De Minimis General Permit (DMGP) NOI
- ☐ Concrete Batch Plant General Permit
- ☐ Crushing & Screening General Permit
- ☒ Drywell Registration
- ☐ EPA ID (RCRA)
- ☐ Fleet Station Permit (Vehicle Emissions)
- ☐ Hot Mix Asphalt Plant General Permit

< BACK CONTINUE >

4. Select (or add) the Company this registration will be issued to for and click on CONTINUE

REGISTER DRYWELL(S)

Which company/agency is this permit for?
Select one and click CONTINUE.

- ☒ MYDEQ TEST CUSTOMER
- ☐ Add a Company/Agency

< BACK CONTINUE >

5. Select the Current Owner option and click on SAVE PAGE & CONTINUE.

IMPORT EXISTING DRYWELL REGISTRATION

Are you the new owner or the current owner of the property where the drywell(s) is/are located?
Select one, enter additional information (if needed) and click CONTINUE.

☐ New Owner

☒ Current Owner

[< BACK](#) [SAVE PAGE & CONTINUE >](#)

6. If you are a new owner, you will complete a transfer of ownership.

IMPORT EXISTING DRYWELL REGISTRATION

Are you the new owner or the current owner of the property where the drywell(s) is/are located?
Select one, enter additional information (if needed) and click CONTINUE.

☒ New Owner

Is this a transfer of ownership for a drywell registration?

☐ Yes

☐ No

☐ Current Owner

7. This screen lists all the information required to continue with importing the registration. Click START REGISTRATION.

IMPORT EXISTING DRYWELL REGISTRATION

You will need the following items to import your existing registration:
Please have this information ready and then click CONTINUE.

- 1 Facility Address
- 2 Lat/Long for Each Drywell
- 3 Technical Contact Information
- 4 Drywell Drainage Area

Warning: Your session will time out in 20 minutes of non-activity on a single screen. You may save your application, once started, by clicking on this icon located at the top right of every page.

[< BACK](#) [START REGISTRATION >](#) [SAVE APPLICATION & EXIT >](#)

8. Enter the drywell registration number and click Search. You will see the list of dry wells registered. Click ADD TO LIST to import each dry well.

IMPORT EXISTING DRYWELL REGISTRATION

Enter Dry well Registration numbers you want to import:

[SEARCH >](#)

Search Result:
These are the dry wells found at this location: NWC 75TH AVE & INDIAN SCHOOL RD,PHOENIX AZ-85033
Verify information and click ADD TO LIST.

Dry well Registration No. ▲	Status ▼	ADD TO LIST
3182	ACTIVE	
3183	ACTIVE	
3184	ACTIVE	
3185	ACTIVE	

Dry well(s) to be imported:

Dry well Registration No. ▲	Address	Status ▼	Delete
-----------------------------	---------	----------	--------

[< BACK](#) [START REGISTRATION >](#) [SAVE APPLICATION & EXIT >](#) [SAVE PAGE & CONTINUE >](#)

9. Indicate if the originally submitted Facility Site Plan is still current. If not, you can upload a new copy of the plan. You should upload only PDF or ZIP file not exceeding 10 MB.

SAVE APPLICATION & EXIT

IMPORT EXISTING DRYWELL REGISTRATION

Is the Facility Site Plan you submitted at the time of registration still correct?[?]

Select one, enter additional information (if needed) and click CONTINUE.

☐ Yes, Facility Site Plan given at time of registration is still current and correct

☒ No, Facility Site Plan given at time of registration needs to be updated

Upload a Revised Facility Site Plan

Choose file

PDF or ZIP only | 10 mb max

BACK

SAVE PAGE & CONTINUE

IMPORT EXISTING DRYWELL REGISTRATION

Is the Facility Site Plan you submitted at the time of registration still correct?[?]

Select one, enter additional information (if needed) and click CONTINUE.

☐ Yes, Facility Site Plan given at time of registration is still current and correct

☒ No, Facility Site Plan given at time of registration needs to be updated

Upload a Revised Facility Site Plan

Choose file

PDF or ZIP only | 10 mb max

BACK

Open

Libraries Documents

Search Documents

Organize New folder

Favorites

Desktop

Recent Places

Docu...

Arrange by: Folder

Name

10. Indicate the facility location where the drywells are located by selecting the place

[LOGOUT](#)
[mySTUFF](#)
[mySETTINGS](#)

SAVE APPLICATION & EXIT >

IMPORT EXISTING DRY WELL REGISTRATION

Select the place you want for this permit or registration.

Please choose one place from the list below or choose to add a place not on the list and then click continue.

	PLACE NAME ▲	LOCATION	CITY	ZIP CODE
<input checked="" type="radio"/>	APS - WEST PHOENIX POWER PLANT	4606 W HADLEY ST	PHOENIX	85043
<input type="radio"/>	AQUATEC RESOURCE RECYCLING LLC	11891 E IRON KING RD	DEWEY-HUMBOLDT	86327
<input type="radio"/>	ARABY CROSSING	SEC OF 32ND STREET & ARABY ROAD	YUMA	85365
<input type="radio"/>	ARABY CROSSING	SEC OF 32ND STREET & ARABY ROAD	YUMA	85365
<input type="radio"/>	AREAWIDE - EXISTING	18416 N CAVE CREEK RD APT 1008	PHOENIX	85032

1 2 3 4 5 / 7 < >

☐ I need to add a place that is not listed above.

< BACK
CONTINUE >

11. Review the place information and then select the nature of business from the drop-down list.

AQUATEC RESOURCE RECYCLING LLC

11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

SAVE APPLICATION & EXIT >

IMPORT EXISTING DRYWELL REGISTRATION

For your facility/project located at:

11891 E IRON KING RD
DEWEY-HUMBOLDT, AZ 86327
Latitude: 34.500166 / Longitude: -112.257303

What is the nature of business conducted on the property?

Select one, enter additional information (if needed) and click CONTINUE.

Type of business conducted: Residential ▼

12. Indicate the name and location details or you can click on Look-up on Map and then select the point where the drywell is located. Add the location details for all the drywells.

AQUATEC RESOURCE RECYCLING LLC
11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

[SAVE APPLICATION & EXIT >](#)

IMPORT EXISTING DRYWELL REGISTRATION

Drywell Information
Please enter the following details for each drywell and click CONTINUE.

Registration NO.	Dry well Name/No.	Latitude	Longitude	Verify on Map	Status	Drainage Area	Hazardous sub.	Fluids
3186	<input type="text"/>	<input type="text"/>	<input type="text"/>	Look-up on Map	ACTIVE	Driveways or parking lots Rooftops Streets or landscaped areas Loading docks (no hazardous materials handled)	ND	
3187	<input type="text"/>	<input type="text"/>	<input type="text"/>	Look-up on Map	ACTIVE	Driveways or parking lots Rooftops Streets or landscaped areas Loading docks (no hazardous materials handled)	ND	NDNE
3188	<input type="text"/>	<input type="text"/>	<input type="text"/>	Look-up on Map	ACTIVE	Driveways or parking lots Rooftops Streets or landscaped areas Loading docks (no hazardous materials handled)	ND	NDNE
3189	<input type="text"/>	<input type="text"/>	<input type="text"/>	Look-up on Map	ACTIVE	Driveways or parking lots Rooftops Streets or landscaped areas Loading docks (no hazardous materials handled)	ND	NDNE
3190	<input type="text"/>	<input type="text"/>	<input type="text"/>	Look-up on Map	ACTIVE	Driveways or parking lots Rooftops Streets or landscaped areas Loading docks (no hazardous materials handled)	ND	NDNE

[< BACK](#)
[SAVE PAGE & CONTINUE >](#)

13. For each drywell, indicate the drainage details

AQUATEC RESOURCE RECYCLING LLC
11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

[SAVE APPLICATION & EXIT >](#)

IMPORT EXISTING DRYWELL REGISTRATION

Drainage Area:
Please check all that apply and click Continue

☐ Select if same drainage area for all Dry well(s)

Dry well Name: 1 ^

- ☒ Driveways or parking lots
- ☒ Rooftops
- ☒ Streets or landscaped areas
- ☒ Loading docks (no hazardous materials handled)
- ☐ Loading docks (hazardous materials handled)
- ☐ Contained Chemical storage areas
- ☐ Chemical storage or treatment areas
- ☐ Livestock/agricultural activities
- ☐ Other

Dry well Name: 2 v

Dry well Name: 3 v

Dry well Name: 4 v

Dry well Name: 5 v

[< BACK](#)
[SAVE PAGE & CONTINUE >](#)

14. Indicate if the drywells are located where hazardous substances are used, stored, loaded or treated. On the next page, indicate if any of the drywells receive fluids other than stormwater.

AQUATEC RESOURCE RECYCLING LLC11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

SAVE APPLICATION & EXIT >

IMPORT EXISTING DRYWELL REGISTRATION

Which of the drywells in the following list drain where hazardous substances (such as gasoline, oil, solvents or pesticides) are used, stored, loaded or treated?
Please check all that apply and click CONTINUE.

☒ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ None

[< BACK](#)[SAVE PAGE & CONTINUE >](#)

AQUATEC RESOURCE RECYCLING LLC11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

SAVE APPLICATION & EXIT >

IMPORT EXISTING DRYWELL REGISTRATION

Which of the drywells in the following list receive fluids other than stormwater?
Please check all that apply and click CONTINUE.

☒ 1

Describe the fluid:

ASSOC. DW #11163

☐ 2

☐ 3

☐ 4

☐ 5

☐ None

[< BACK](#)[SAVE PAGE & CONTINUE >](#)

15. Enter the technical contact person's information.

AQUATEC RESOURCE RECYCLING LLC11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

SAVE APPLICATION & EXIT

IMPORT EXISTING DRYWELL REGISTRATION

Technical Contact Person: 

Verify the following information and click CONTINUE.

First Name:*

Last Name:*

Address Line 1: *

Apt/Suite/Unit #:

City:*

State:*

Zip:*

Email:*


Phone:*

Ext:

BACK

SAVE PAGE & CONTINUE

16. A summary of all the information entered is displayed. You may edit any portion of the information by clicking on the EDIT icon. If everything is correct, click on the CONTINUE button.



[RD myDEQ](#) | [LOGOUT](#)

[mySTUFF](#)

[mySETTINGS](#)

AQUATEC RESOURCE RECYCLING LLC

11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

[SAVE APPLICATION & EXIT >](#)

IMPORT EXISTING DRYWELL REGISTRATION

Summary

Please review and click EDIT to modify. Then click CONTINUE.

Company Info:

JLB PARTNERS, LLC

EDIT

Do you have a facility site plan that shows your dry well locations and drainage details?

YES

EDIT

Facility / Project location:

11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

EDIT

Facility Name:

AQUATEC RESOURCE RECYCLING LLC

EDIT

What is the nature of business conducted on the property?

Residential

EDIT

Dry well imported

EDIT

Registration Number	Dry well Name/Number	Latitude	Longitude	Status
3186	1	34.493894	-112.237933	ACTIVE
3187	2	34.500001	-112.237933	ACTIVE
3188	3	34.500216	-112.237933	ACTIVE
3189	4	34.500218	-112.237938	ACTIVE
3190	5	34.500219	-112.237939	ACTIVE

Which of your drywells drain where hazardous substances (such as gasoline, oil, solvents or pesticides) are used, stored, loaded or treated?

1

EDIT

What is the drainage area for each dry well?

EDIT

Registration Number	Dry well Name/Number	Drainage Area	Other Drainage Areas
3186	1	Driveways or parking lots	
3186	1	Rooftops	
3186	1	Streets or landscaped areas	
3186	1	Loading docks (no hazardous materials handled)	
3187	2	Driveways or parking lots	
3187	2	Rooftops	
3187	2	Streets or landscaped areas	
3187	2	Loading docks (no hazardous materials handled)	
3188	3	Driveways or parking lots	

17. If you are the RCO/DRO, you can continue to certify the data or reject the information so the data entry person can revise the data and resubmit for your approval.

ALERT: APPLICATION REVIEW CONFIRMATION

Have you reviewed this information and are you ready to certify?

☐ Yes - I have reviewed and am ready to certify the information entered on my behalf.

☐ No - I need to reject the information, so that one of my authorized myDEQ users can make revisions.

[< BACK](#) [CONTINUE >](#)

18. If you are the RCO/DRO, you will certify the submission by answering one of the security questions you selected during the account setup. If you do not recall this, you can close this application and go to mySetting portion of your account to reset your security questions.

myDEQ Arizona Department of Environmental Quality

RO myDEQ | [LOGOUT](#) | [mySTUFF](#) | [mySETTINGS](#)

AQUATEC RESOURCE RECYCLING LLC 11891 E IRON KING RD DEWEY-HUMBOLDT AZ 86327

IMPORT EXISTING DRYWELL REGISTRATION

Certify your submission.

☐ By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Please verify your identity by answering the following security question.

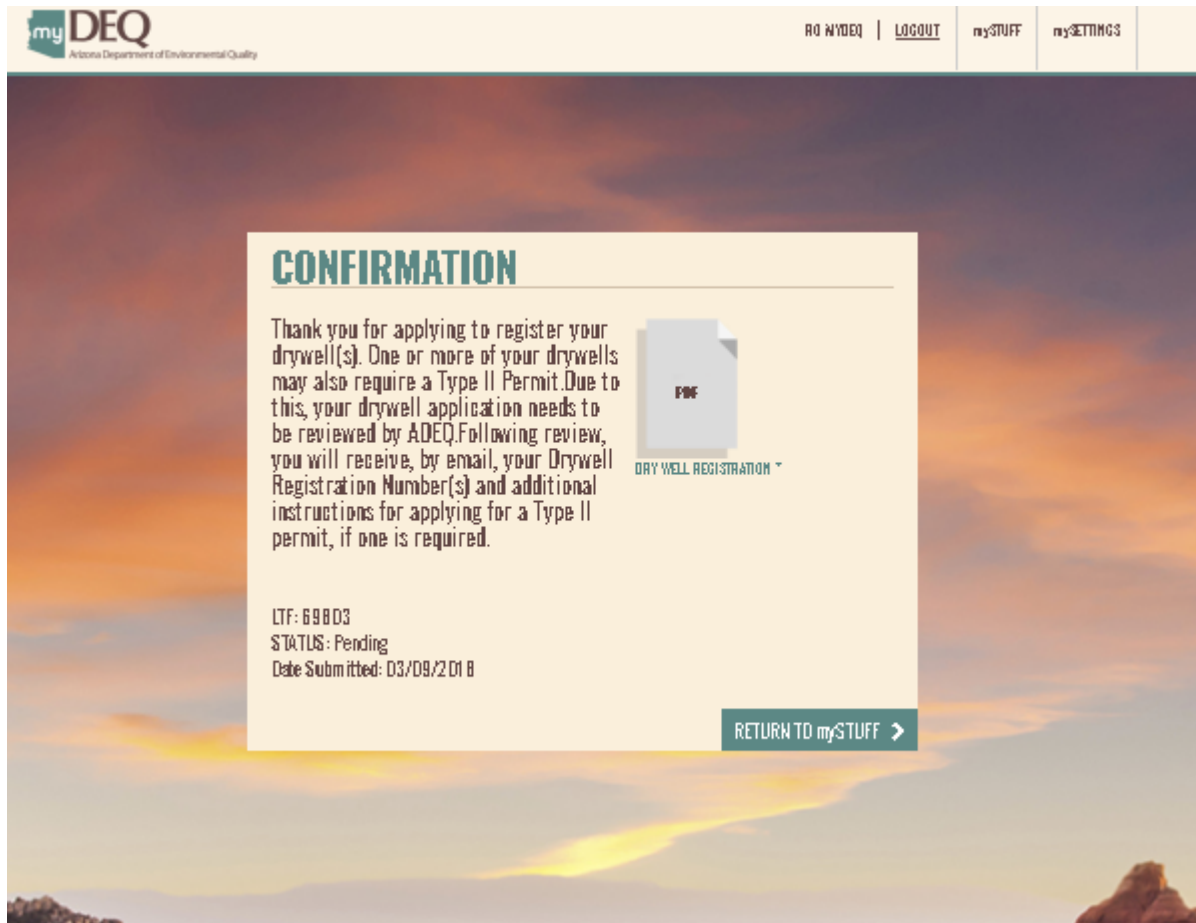
* Indicates required field

Question: What is the breed of your current pet?

Answer:

[< BACK](#) [CONTINUE >](#)

19. Congratulations. You have successfully completed your import. If the NOI application requires ADEQ review, you will receive a new copy of the NOI upon review. A copy is also emailed to all the users.



Thank you for your time.

For any comments or suggestions, please contact the myDEQ Support at:

CONTACT INFO:

myDEQ information: (844) 827-4768

EMAIL: mydeq.support@azdeq.gov